

COMHELTACWINGPACINST 4790.7B  
N4  
19 Dec 2002

COMHELTACWINGPAC INSTRUCTION 4790.7B

Subj: TRANSFER/ACCEPTANCE OF AIRCRAFT TO/FROM STANDARD DEPOT  
LEVEL MAINTENANCE (SDLM)

Ref: (a) OPNAVINST 4790.2H  
(b) 01-110HCE-6-3 (H-1 MRC's)  
(c) 01-230HLE-6-3 (H-3 MRC's)

Encl: (1) Equipment Removal List  
(2) Transfer/Acceptance Check List

1. Purpose. This instruction provides specific procedures for transferring and receiving aircraft to/from Standard Depot Level Maintenance (SDLM). Reference (a) provides guidance for transfer and acceptance of SDLM aircraft.

2. Cancellation. COMHELTACWINGPACINST 4790.7A.

3. Action

a. Aircraft transfer:

(1) When transferring an aircraft to SDLM, a SDLM Special Work Request, (OPNAV Form 4790/65), must be submitted to the aircraft Cognizant Field Activity per reference (a), via COMHELTACWINGPAC (N4) one month (45 days if outside of CONUS) prior to induction date.

(2) When notified via the quarterly COMNAVAIRPAC SDLM induction message, ensure aircraft are/is ready for transfer, performing maintenance as required per references (b) and (c). Ensure any special inspections that will come due during SDLM ferry flight are accomplished prior to flight or that arrangements have been made for maintenance assistance enroute.

(3) Perform an Aircraft Transfer Inspection per reference (a) through (c) and local instructions as applicable. Verify logbooks and ensure entries are current. Conduct a serial number verification to ensure Scheduled Removal Component (SRC), Equipment History Record (EHR), and Assembly Service Record (ASR) cards match installed equipment.

(4) Conduct an aircraft inventory. Document all shortages per reference (a) and provide a copy to COMHELTACWINGPAC (N421).

(5) Remove and retain equipment listed in enclosure (1), for applicable Type/Model/Series aircraft before delivery to SDLM.

(6) Ensure required plugs and covers are available and in good condition for transfer with aircraft. Verify plugs and covers are listed in the aircraft inventory record.

(7) Deliver aircraft with all mission equipment necessary for optimum capability per reference (a).

(8) Replace all scheduled removal components listed in the Periodic Maintenance Information Cards (PMIC) deck, allowing sufficient operating time to complete SDLM check flights and ferry flights to and from the rework activity.

NOTE: Only the wing may authorize high time components to be transferred to SDLM.

(9) Correct all organizational level, and if possible, intermediate level discrepancies prior to aircraft transfer.

(10) Provide ferry crew with OPNAV 3760/2 to record discrepancies noted during ferry flight.

(11) Ensure timely delivery and pickup of aircraft at the rework activity. Deliver the aircraft no later than 1200 hours on the day prior to the scheduled induction date.

b. Aircraft acceptance:

(1) Upon aircraft return from SDLM, perform an acceptance inspection per reference (a) with local instructions and any required maintenance per references (b) and (c).

(2) Screen logbooks for discrepancies. Conduct a serial number verification to ensure Scheduled Removal Component (SRC), Equipment History Record (EHR), and Assembly Service Record (ASR) cards match installed equipment.

(3) Note all discrepancies on the Aircraft Discrepancy Report (ADR) (SF 368) per reference (a) and submit within five days following receipt of aircraft via COMHELTACWINGPAC (N4).

COMHELTACWINGPACINST 4790.7B  
19 Dec 2002

Supplemental reports will be forwarded within 30 days via COMHELTACWINGPAC (N4), following completion of the acceptance check flight.

c. Transfer and acceptance checklist. Ensure all transfer/acceptance inspection requirements have been performed using the form provided in enclosure (2). Retain the completed form with one copy in the aircraft logbook and the original in maintenance control.

A handwritten signature in black ink, appearing to read "A. J. Dziel". The signature is written in a cursive, somewhat stylized font. Below the signature, there is a horizontal line consisting of a series of short dashes.

A. J. DZIELSKI

Distribution List:  
COMHELTACWINGPACINST 5216.1D  
Lists I, II, III,



EQUIPMENT REMOVAL LIST

H-1

PASSENGER SEAT 4 MAN (1)  
PASSENGER SEAT 1 MAN (1)  
PASSENGER SEAT 2 MAN (3)  
ICS CORDS (4)  
RESCUE HOIST  
SAR CURTAIN (1)  
PORTABLE 02 bottles

H-3

ALSS GEAR

NOTES:

1. ONLY MINIMUM ITEMS NECESSARY FOR FERRY FLIGHT WILL REMAIN ON BOARD AND WILL BE REMOVED BY DEPOT PERSONNEL AFTER LANDING.



19 Dec 2002

**TRANSFER CHECKLIST**

- |  | DATE COMPLETED/INT |
|--|--------------------|
| 1. SDLM work request submitted one month prior to induction to CFA via COMHELTACWINGPAC. | _____              |
| 2. All required maintenance and special inspections completed.                           | _____              |
| 3. Aircraft transfer inspection completed.   | _____              |
| 4. Logbooks verified and all entries current.  | _____              |
| 5. Serial number verification completed.   | _____              |
| 6. Aircraft inventory complete with copy to COMHELTACWINGPAC N421.                       | _____              |
| 7. Equipment removal list completed.   | _____              |
| 8. Plugs and covers stored in aircraft.  | _____              |
| 9. OPNAV forms 3760/2 supplied to aircrew.   | _____              |

Maintenance control LCPO final check: Name/Date \_\_\_\_\_

**ACCEPTANCE CHECKLIST**

- |  |       |
|--|-------|
| 1. Aircraft acceptance inspection completed.   | _____ |
| 2. Logbooks screened for discrepancies.  | _____ |
| 3. Serial number verification completed.   | _____ |
| 4. Initial aircraft discrepancy report (ADR) completed and submitted within five days via COMHELTACWINGPAC N4. | _____ |
| 5. Supplemental ADR submitted within 30 days via COMHELTACWINGPAC N4.  | _____ |

Maintenance control LCPO final check: Name/Date \_\_\_\_\_

**AZ'S RETAIN THIS CHECK LIST IN MAINTENANCE CONTROL WITH (1) COPY IN  
AIRCRAFT LOGBOOK**